

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration

National Institute of Standards and Technology

Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

NIST Weekly Calendars and Bulletins Online

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is

<http://ts.nist.gov/nvl/htdocs/calendars/calendars.html>

Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from

<http://www.adobe.com/Software/Acrobat>

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at

<http://www.boulder.nist.gov:1580/bulletin/>

MARCH 18 TO MARCH 22, 1996 MEETINGS AT NIST

3/20—WEDNESDAY 9:30 a.m. SURFACE AND MICROANALYSIS SCIENCE DIVISION SEMINAR: Monodisperse Oxide Particles and Oxide Thin Films: Preparative Techniques and Characterization, J. Sjöblom, Dept. of Chemistry, Univ. of Bergen, Norway. Rm. A322, Physics Bldg. (NIST contact: R.A. Velapoldi, 975-3917.)

3/20—WEDNESDAY 10:30 a.m. APPLIED AND COMPUTATIONAL MATHEMATICS
DIVISION COLLOQUIUM: G.G. Stokes: The Man and His Phenomenon Today, A. Wood,
Dublin City Univ. Rm 685, Bldg. 820 (Nist North). (NIST contact: B. Mitchell, 975-3808.)

Office of International Affairs

Sanctions against the Former Republic of Yugoslavia (Serbia and Montenegro) (FRY) have been partially suspended. The suspension of the sanctions is partial in that certain blocked debt remains under sanction. However, those provisions of the sanctions dealing with scientific and technical cooperation, and cultural exchanges have been suspended. Thus as of January 16, 1996, all cultural and educational activities and transfers of funds to or from the FRY in connection with such exchange activities may recommence including the use of the J-1 exchange visitor visa.

**For further information contact the Office of International Affairs on
975-3069.**

Semiconductor Electronics Division Colloquium

OPTOELECTRONICS 2000: PRESENT AND FUTURE CHALLENGES

Victor R. McCrary, Advanced Technology Program

Monday, March 18, 1996, 11:00 a.m., Room A362, Technology Building

Optoelectronics has been cited as one of the crucial technologies for continued U.S. competitiveness. This talk will review the current issues for fabrication of optoelectronic components; in particular the technical hurdles in fabricating InP-based distributed feedback lasers (DFB's) by metal organic chemical vapor deposition (MOCVD). The remainder of the talk will explore how this manufacturing challenge, with other areas, forms the basis of a proposed ATP focussed program for low-cost, high volume manufacturing of optoelectronics components (Optoelectronics 2000), and the role NIST scientists can play in this effort.

For more information please contact: David Seiler, 975-2054.

The NIST Committee for Women, in honor of Women's History Month,
presents

**4000 YEARS OF WOMEN IN SCIENCE, ENGINEERING, AND
MATHEMATICS**

Dr. Sethanne Howard, JPL NASA Astrophysics
NASA Headquarters, Washington, DC

Friday, March 22, 1996; 10:30 a.m. - 11:30 a.m., Green Auditorium,
Administration Building

How long have women been active scientists? Or rather, how long have "people" been active in science? The answer is the same for both women and men— as long as we have been human. Part of what makes us "human" is our ability to affect and predict our environment. Science—the creation of structure for our world, technology—the use of structure in our world, and mathematics—the common language of structure: all have been part of our human progress, through every step of our path to the present. Women and men together have researched and solved each emerging need. Women contributed in all the ways there are to the technical advancement of colleagues, and accomplished just as much. These women left a remarkable legacy. They were as resourceful and passionate about their work as any scientist today, and certainly as creative. Their stories illuminate our past and shine a beacon into the future.

URL = <http://crux.astr.ua.edu/4000WS/4000WS.html>

Advance Notice
MEP Video Conference Series:

**BEST MANUFACTURING PRACTICES: ARE YOU BENCHMARKING
WITH THE BEST?**

Paul McCarthy, Jack Minnich, George Meyer, Rick Purcell, Ernie Renner, and
Brian Willoughby

March 27, 1996; 10:00 a.m. - 1:00 p.m.; Building. 301, Room C145

This video conference presentation is part of a series of MEP sponsored seminars, provided by the National Technological University (NTU), entitled "Modern Manufacturing: The National Videoconference Series for Successful Small Firms." This seminar provides information on how to access BMP's database of best manufacturing practices, such as how a survey is done, how the best manufacturing procedures are chosen, and what a satellite BMP center does. Manufacturers will learn how they can benefit from accessing the information on the BMP database.

**For information contact Wendy Kirby, Video Conference Series
Coordinator, 975-4674.**

Advance Notice
NIST 95-96 Colloquium Series

THE SCIENCE OF NUTRITION AND THE METAPHYSICS OF FOOD

Paul Saltman
Professor of Biology, U. California (San Diego)

FRIDAY, March 29, 1996
10:30 a.m. - 11:30 a.m., Green Auditorium, Administration Building

There is a well-defined and documented science of nutrition. There is also a diverse and diffuse spectrum of metaphysical forces that shape our day to day consumption of food. These are a unique, personal function of theology, esthetics, culture, agriculture, economics, and politics. Ideally they together create a harmonious synergy. Understanding these influences may help us to define universal principles upon which public health nutritional policy might be grounded. Paul Saltman is an expert on the fundamentals of nutrition and a nationally recognized educator and communicator.



Anyone requiring special assistance should contact Lillian Ware on (301)-975-4203. Colloquia are videotaped and available in the Research Information Center.

Advance Notice
Optical Technology Division Seminar

DYNAMIC INFRARED SCENE PROJECTION

Dr. Owen M. Williams, Defense Science and Technology Organisation
Salisbury, South Australia

Tuesday, April 2, 1996, 1:30 p.m. - 2:30 p.m.
Building 221, Room B165, (Physics Laboratory Conference Room)

The field of dynamic infrared scene projection (DIRSP) has been evolving rapidly over the past five years, driven largely by the need for real-time hardware-in-the-loop simulation of the new generation of imaging infrared missile seekers, and lately by the need for test and evaluation of second generation FLIR's. These applications lead to demanding specifications on infrared scene projector design. The diversity of technologies that has been investigated for fulfilling the DIRSP requirements will be discussed, together with the reasons underlying the emergence of the leading technologies. The design characteristics that underpin the successful achievement of dynamically projected infrared scenery at high levels of spatial and temporal fidelity will be identified, leading towards discussion of the needs for calibration and the future development of infrared projection standards.

Contact Person: Raju Datla, 975-2131.

Advance Notice
Computing and Applied Mathematics Laboratory Statistical Engineering
Division

Course Announcement

**STATISTICS FOR SCIENTISTS AND ENGINEERS: EXPLORATORY DATA
ANALYSIS**

James J. Filliben

This three-day course, the second in a unified program of short courses in applied statistics primarily for the NIST community, will be given Monday mornings, 9 a.m.-12 noon, April 1, April 8, and April 15, in Lecture Room E, Administration Building. It will consist of an elementary introduction to graphical methods for uncovering underlying structure in data, testing assumptions, and developing models.

For more information on this and later courses in this series, contact Mark Vangel at 975-3208, vangel@cam.nist.gov; Jim Filliben at 975-2855, filliben@cam.nist.gov; or see the event calendar under the Statistical Engineering Division home page at URL <http://www.cam.nist.gov/caml/sed/>. Registration is \$50 and a form DN-11 should be submitted to Pat O'Connor in the Training Office, Admin. A123, by COB March 26, 1996.

MEETINGS ELSEWHERE

3/18—MONDAY 11:00 a.m. CARNEGIE INSTITUTION OF WASHINGTON GEOPHYSICAL LAB. (GL) SEMINAR: Oxygen Isotopes of Zeolites—Potential Use for History of Hydrology?, X. Feng, Dept. of Earth Sciences, Dartmouth College, Hanover, NH. Seminar Rm., Main Bldg., GL-DTM Grounds, Carnegie Institution of Washington, Washington, DC. (For further information call 202/686-2410.)

3/18—MONDAY 2:00 p.m. CARNEGIE INSTITUTION OF WASHINGTON GEOPHYSICAL LAB. (GL) SEMINAR: High-Pressure and High-Temperature Behaviour of Aluminosilicates: Raman Study of Crystalline, Amorphized, Glassy, and Liquid States, I. Daniel, Laboratoire des Sciences de la Terre, Ecole Normale Supérieure de Lyon, France. Seminar Rm., Main Bldg., GL-DTM Grounds, Carnegie Institution of Washington, Washington, DC. (For further information call 202/686-2410.)

3/19—TUESDAY 8:00 p.m. JOINT IEEE LASERS AND ELECTROOPTICS SOCIETY/OPTICAL SOCIETY OF AMERICA CHAPTER MEETING: Coherence, Interference, and Spectra, E. Wolf, Univ. of Rochester, NY. Mr. Smith's of Georgetown Restaurant, McLean VA. Dinner preceding meeting. (For further information call H. Heaton, 301/953-5025.)

3/20—WEDNESDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Spectroscopy on Anisotropic Samples, E.W. Thulstrup, Roskilde Univ. Reiss 262, GU, Washington, DC. (For further information call Prof. Weiss, 202/687-6013.)

3/21—THURSDAY 4:00 p.m. CATHOLIC UNIV. OF AMERICA PHYSICS DEPT. COLLOQUIUM: How to Build a Planet in Less Than One Thousand Lines of Code, K. Musgrave, George Washington Univ., Washington, DC. Rm. 106, Hannan Hall, The Catholic Univ. of America, Washington, DC. (For further information call Dr. Leibowitz, 202/319-5332.)

3/21—THURSDAY 7:00 p.m. WASHINGTON CHROMATOGRAPHY DISCUSSION GROUP MEETING: Supercritical Fluid Extraction, D. Gere, Little Falls Analytical Division, Hewlett-Packard, Wilmington, DE. Hewlett Packard Regional Office, Rockville, MD. (For further information call J. Cunningham, 301/898-3772.)

The Open System Environment Implementors' Workshop (OIW), co-sponsored by NIST and the IEEE Computer Society

March 19-21, 1996, Gaithersburg, MD.

MARCH 19-21 WORKSHOP WEEK AT A GLANCE

ACTIVITY	TUESDAY	WEDNESDAY	THURSDAY
DIRECTORY SERVICES	9:00-5:00	9:00-5:00	9:00-5:00
MANUFACTURING MSG SPEC(MMS)	10:00-5:00	9:00-5:00	9:00-12:00
MESSAGE HANDLING	9:00-5:00	9:00-5:00	9:00-12:30
MULTI/HYPER MEDIA	9:00-1:30	9:00-5:00	9:00-12:00
TUTORIAL:	1:30-3:30		
Status of MMHM Hardware Standards, Mike Rubinfeld, NIST, Chair SIGCAT			
CD-ROM Aps.			
OSE TECHNICAL COMMITTEE	9:00-5:00	9:00-5:00	9:00-5:00
OSE-TESTING		9:00-5:00	9:00-5:00
TUTORIAL:		9:00-11:00	
The Defense Message System (DMS) Program begins the Compliance Test & Evaluation (CT&E) phase and prepares for Initial Operational Capability (IOC) later this year. Mr. Thomas W. Clarke, DMS Program Manager, will provide an overview of the program's status, to include initial DMS compliant mainline commercial product offerings. A representative from the Joint Interoperability Test Center (JITC) will provide the status of CT&E testing activities. A member of the DMS Integration Team will provide status of upcoming profile evolution activities.			
REMOTE DATABASE ACCESS (RDA)	9:00-5:00	9:00-12:00	
SECURITY	9:00-5:00	9:00-5:00	
SYSTEMS AND NETWORK MGMT	9:00-5:00	9:00-5:00	9:00-5:00

There is no charge for attending tutorials, however, there is a registration fee for other activities. Please contact Joe Hungate, jhungate@nist.gov, 301/975- 3368.

NATIONAL COUNCIL ON RADIATION PROTECTION AND
MEASUREMENTS - ANNUAL MEETING

April 3-4, 1996

Crystal Forum of the Crystal City Marriott
1999 Jefferson Davis Highway, Arlington, Virginia

Topic: Implications of New Data on Radiation Cancer Risk

Scientific Session - April 3, 8:30 A.M. to 5:00 P.M.

20th Lauriston S. Taylor Lecture - April 3, 5:00 P.M.

**70 YEARS OF RADIATION GENETICS: FRUIT FLIES, MICE AND
HUMANS**

Dr. Seymour Abrahamson

Reception immediately following the lecture, in honor of Dr. Abrahamson

Business Meeting and Scientific Session - April 4, 8:30 A.M. to 1:00 P.M.

For further information contact David Gilliam on 301/975-6206.

TALKS BY NIST PERSONNEL

AMIS, E.J.: "Associations of Model Polymers With Strong Specific Interactions," American Physical Society, St. Louis, MO, 3/21/96.

BERG, R.F.: "Internal Waves in Xenon Near the Critical Point," American Physical Society, St. Louis, MO, 3/20/96.

CHEN-MAYER, H.H.: "Monolithic Polycapillary Neutron Focusing Lenses: Experimental Characterizations," International Symposium on Neutron Optics and Related Research Facilities (NOK '96), Kyoto Univ., Osaka, Japan, 3/21/96.

CLARK, C.W.: "Reference Data for Electronic Structure Calculations" and "Vortices in Bose-Einstein Condensates With Attractive Interaction," American Physical Society, St. Louis, MO, 3/18 and 3/19/96.

COLUCCI, D.M.: "Prediction of Pressure-Volume-Temperature Behavior, Including the Glass Transition Temperature Using the Simha-Somcynsky and Gibbs-Di Marzio Equations of State," American Physical Society, St. Louis, MO, 3/21/96.

DAVIES, A. (Co-authors: J.A. Strosio, D.T. Pierce, and R.J. Celotta): "Tunneling Spectroscopy Characteristics of bcc(001) Surfaces," American Physical Society, St. Louis, MO, 3/19/96.

DESROSIERS, M.F.: "The Use of EPR in QA for the Radiation Processing Industry," Symposium on Electron Spin Resonance Applications, Pittsburgh Conf., Chicago, IL, 3/5/96.

DI MARZIO, E.A.: "The Use of Configurational Entropy to Derive the Kinetic Properties of Polymer Glass," American Physical Society, St. Louis, MO, 3/20/96.

GADZUK, J.W.: "Resonant Hot-Electron-Transfer Processes at Surfaces: Bridging the Femtochemistry-to-Nanostructure Gap," American Physical Society, St. Louis, MO, 3/21/96.

GETTINGER, C.: "Micelleo Formed From Model Ionic Graft Copolymers," American Physical Society, St. Louis, MO, 3/19/96.

HAN, C.: "Statics, Kinetics, and Pattern Formation of Multiphase Blends," American Physical Society, St. Louis, MO, 3/21/96.

HERNE, T.M.: "Physical Characterization of Thiol Derivatized DNA on Gold Surfaces," 2nd Annual Biochip Array Technologies Workshop, Ritz Carlton, Marina del Ray, CA, 3/18 and "DNA Derivatized Self-Assembled Monolayers on Gold," UCLA Chemistry and Biochemistry Dept., Los Angeles, CA, 3/21/96.

JACKSON, C.L.: "Micellar Structure of a Model Ionic Graft Copolymer," American Physical Society, St. Louis, MO, 3/19/96.

MCKENNA, G.B.: "A Thermoviscoelastic Analysis of the Differences in Time Scales Evidenced by Structural Recovery and Physical Aging," "Sub-Tg, Time-Temperature, Time-Aging Time and Time-Strain Superposition in Polymers at Large Deformations," "The Impact of Physical Aging on Craze Initiation in Polystyrene and a Styrene-Acrylonitrile Copolymer," "Evaluation of Some Rubber Elasticity Models From Mechanical and Swelling Measurements," and "Prediction of Uniaxial Extension, Pure Shear and Equibiaxial Responses in Constant Deformation Rate Experiments From Single Step Stress Relaxation Experiments in Uniaxial Extension," American Physical Society, St. Louis, MO, 3/21/96.

MIGLER, K.: "Pressure Effects in Diblock Copolymers," American Physical Society, St. Louis, MO, 3/19/96.

MILDNER, D.F.R.: "Applications of a Polycapillary Neutron Focusing Lens," International Symposium on Neutron Optics and Related Research Facilities (NOK '96), Kyoto Univ., Osaka, Japan, 3/21/96.

PALMER, M. (Co-author: G. Rosasco): "Development of Data Exchange Standards for the Process Industry," American Institute of Chemical Engineers (AIChE), New Orleans, LA, 2/28/96.

PARNAS, R.S.: "Evanescent Wave Optical Fiber Cure Monitoring and Model Assisted Control of the Liquid Molding Process," American Society for Nondestructive Testing (ASNT), Norfolk Waterside Marriott, Norfolk, VA, 3/18/96.

PIERCE, D.T.: "The Role of the Interface in the Exchange Coupling of Magnetic Layers," American Physical Society, St. Louis, MO, 3/18/96.

POIRIER, G.E.: "Structures and Dynamics of Organic Amphiphiles Self-Assembling at Single-Crystal Metal Surfaces Characterized by High-Impedance, Ultra-High-Vacuum, Scanning Tunneling Microscopy," Joint Research Center for Atom Technology (JRCAT), National Institute for Advanced Interdisciplinary Research (NAIR), 3/19 and Frontier Research Program, RIKEN, Japan, 3/22/96.

ROBINS, L.H.: "Luminescence Spectroscopy and Imaging of Aluminum Gallium Nitride Films," American Physical Society, St. Louis, MO, 3/19/96.

SCHANTZ, M.: "Pesticide Residue Analysis in Food," Special American Business Internship Training Program (SABIT), NIST, Gaithersburg, MD, 3/13/96.

SHARPLESS, K.: "Nutrition Labeling," Special American Business Internship Training Program (SABIT), NIST, Gaithersburg, MD, 3/14/96.

STILES, M.D.: "Spin-Dependent Interface Reflection in Cr/Fe Multilayers," American Physical Society, St. Louis, MO, 3/18/96.

UNGURIS, J. (Co-authors: D.T. Pierce and R.J. Celotta): "Magnitude of the Oscillatory Exchange Coupling in Fe/Au/Fe(100)," American Physical Society, St. Louis MO, 3/18/96.

VANDERHART, D.L. (Co-authors: Y. Feng, C.C. Han, and R.A. Weiss): "Morphological Investigation of Sulfonated Poly(styrene) Ionomers and Their Blends With a Poly(amide) Using ^{13}C NMR and Proton Spin Diffusion Methods," American Physical Society, St. Louis MO, 3/19/96.

VANGEL, M.G.: "Application of Tolerance Limits in Aircraft Design," Reliability Engineering Program, Univ. of Maryland, College Park, MD, 3/7/96.

WU, W.-L. (Co-authors: N. Beck Tan, B. Bauer, J. Plestil, and K. Dusek): "Structure in Bimodal Epoxy Networks," American Physical Society, St. Louis, MO, 3/20/96.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by **NOON on WEDNESDAY**. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

March 18 - March 22, 1996

ADMINISTRATIVE ITEMS - New

Use of NIST Shuttles for Commuting Purposes

With the recent enactment of the National Technology Transfer and Advancement Act, authority has been given to NIST to allow its shuttle buses to be used for commuting between home and work. This authority extends only to commuting between the Gaithersburg campus and public transportation centers.

METRORAIL

Effective immediately, employees may use the NIST Metrorail Shuttle bus between NIST and the Shady Grove Metrorail station for commuting. This service will augment the existing services provided by the Montgomery County Ride-On Bus.

The NIST Metrorail Shuttle departs the Shady Grove Metrorail station from the West side every 30 minutes starting at 8:15 a.m. and continues operation throughout the day until the last departure from the front of the Administration Building at 5:30 p.m. The full metrorail shuttle bus schedule is as follows:

Departs the front of the NIST Administration Building on the hour and 30 minutes past the hour.

Departs the West side of the Shady Grove Metrorail station at 15 and 45 minutes past the hour.

MARC TRAIN

Because of the variety of MARC scheduled arrivals at the Metropolitan Grove Station and some uncertainty about the number of employees who would use the MARC service, a NIST shuttle to the Metropolitan Grove Station will not be established immediately. However, we request all of those who are **seriously** interested in using the MARC Train Service to attend a meeting on April 3, 1996, in Lecture Room B, at 9:00 a.m. The number of people attending this meeting will be taken as a strong indication of the level of interest by NIST staff in using the MARC Train Service and thus, NIST shuttle from the Metropolitan Grove Station to NIST and return.

If for some reason you are unable to attend the meeting but you are **seriously** interested in using the MARC Train Service, you may express that interest by calling the Facilities Services Division.

Change in Safety Glass Time

Effective March 27, 1996, the time for Safety Glasses will change to 9:00 to 11:00 a.m. on Wednesdays. Any questions, please call the Safety Office on extension 5818.

Elevator Upgrade in Bldg. 101

Building 101 will be undergoing an elevator upgrade on all four elevators. The work is scheduled to begin with elevator number four on 3-18-96. The repairs will take approximately six weeks per elevator car and about eight months in total. The additional time will be in some specialized repairs for car number two. If there are any questions in regard to the upgrade feel free to contact David Henry on extension 6905 or by E-Mail at david.henry@nist.gov.

Site Alarm Work

The Site Alarm work has progressed well with your cooperation. We will continue to be doing work in all the buildings on the site. We are currently in buildings 220, 222, and 225 with crews. As we leave the buildings there will be a switch over period from the old alarms and pull stations for the fire alarm to the new. We have been labeling the pull stations out of service. If there is an emergency in the building and you have pulled a station and no alarm has sounded pull the other station. The confusion will be over soon as we get the buildings on line and entirely switched over to the new. This should happen in late summer. If there are any questions in regard to your building contact David Henry on extension 6905 or via E-Mail at david.henry@nist.gov.

LECO Visit

On Monday, April 8, LECO will be bringing a bus to NIST to allow the staff of NIST to view some of the equipment LECO offers in the metallographic area. The bus will be in front of Building 223 (Materials). For further information, please call Brian Lawn on extension 5775.

Forms Announcement

New Form NIST-1290 (1-96), Administration Awards Application, will be available from the Storeroom(s) and the MICF after March 22, 1996. Because it is necessary to test the effectiveness of this form, a limited supply will be available from the Storeroom(s). PLEASE LIMIT PURCHASE TO 10 COPIES PER VISIT TO STOREROOM(S) TO ALLOW EVERYONE USING FORM NIST-1290 TO PARTICIPATE IN THIS TEST. Once this test is completed on May 31, 1996, any necessary revisions will be made and revised stock will be available from the Storeroom(s) and electronically from the MICF. After test completion, only the revised version of Form NIST-1290 will be used; all existing stock of previous version of Form NIST-1290 are to be destroyed by recycling.

Luncheon to Honor Holly Rushmeier

Holly Rushmeier, group leader of the Scientific Applications Support Group, ITL, will be leaving NIST to assume a position at the IBM Watson Research Center. A luncheon will be held in her honor on Friday, March 22, at 11:30 a.m. at the Golden Bull Restaurant. The cost of the luncheon is \$12.00 which includes tax and gratuity. The menu includes a choice of entree: london broil, grilled chicken or broiled flounder, with whipped potatoes, garden salad, hot vegetable, rolls & butter, hot coffee or tea, and

chocolate ice cream. Please make your reservation no later than TUESDAY, MARCH 19. If you would like to attend, please contact Joan Murphy on extension 4045, or Howard Hung on extension 2890. Contributions towards a gift are also being accepted. We hope you can join us in wishing Holly well!

8th Annual Multiple Sclerosis (MS) Walkathon

James T. Fort, technical staff member of the Standard Reference Materials Program, will be participating as a "walker" in the National Capitol Chapter's 8th Annual Multiple Sclerosis Society Walkathon to be held Sunday, April 14, 1996. This year's walkathon commemorates 50 years of service to the greater Washington, D.C. area by the MS Society. To support Jim in the MS Walk for Multiple Sclerosis, pledges (by the event or by miles walked) are needed. For more information about this important event, please contact Jim Fort on extension 5671.

Lost and Found

Sterling silver earring was found in the Physics Building parking lot. Call Audrey on extension 5842.

ADMINISTRATIVE ITEMS - Continuing

Test of the General Alarm Bells **PLEASE NOTE NEW DATE**

The Fire Department will be testing the general alarm evacuation bells in the buildings sitewide on Saturday, March 16, 1996. If you have any questions, please call Fred Keister on extension 6190.

Safety Meetings

The Fire Protection Group has initiated a new program offering assistance in setting up and/or teaching required safety meetings. Subjects can vary from fire safety, to rescue/first aid, to general employee safety. Anyone desiring information should call the NIST Fire Protection Group at extension 6190.

Notice to all Divisions

It is time for the (Institute-wide) annual on-site preventative maintenance program of all balances owned by NIST. Please submit a memorandum to Ms. Sharay Frazier, Building 301, Room B152. The memorandum must contain the model number, manufacturer, serial number, NIST property number, person to contact, telephone extension, actual location of each balance, cost center to be charged, and any specific problems that require repair.

Retirement Reception for William P. Reed

William P. Reed of the Office of Measurement Services, will retire on March 1, 1996, after 32 years of government service. A reception in his honor will be held on Thursday, March 28, 1996, from 2:00 to 4:00 p.m. in the Employee's Lounge, Administration Building. To contribute towards a gift, please contact Dee Covey on extension 2015, Bldg. 202, Room 112 or Verna Moore on extension 3108, NIST North, Room 233.

Retirement Luncheon for George A. Dines

After 38 1/2 years of government service at NBS/NIST, George A. Dines, High Performance Systems & Services Division (formerly Computer Services Division), CAML, is retiring. A luncheon will be held in George's honor on THURSDAY, MARCH 28, 1996, beginning at 11:30 a.m. at the Golden Bull in Gaithersburg. The cost of the luncheon is \$16. The menu includes a choice of entree: prime rib or crab cakes, whipped potatoes/french fries, garden salad, hot vegetable, rolls & butter, coffee and vanilla ice cream. Please make your reservation no later than FRIDAY, MARCH 22, by calling Linda on extension 2869 or Helen on extension 3819. Contributions toward a gift for George are also being accepted. We hope you can join George in celebrating his retirement.

Thank You!

The NIST Child Care Center would like to THANK the NIST employees, friends, and family for the overwhelming response of Giant and Safeway receipts!!! The children at the Center will benefit with new books, toys, sports equipment and other educational items.

Retirement Reception for Geri Miles

After 26 years of service at NBS/NIST, Geri Miles, the SEBA Store Manager, is retiring. A reception will be held in Geri's honor on Friday, March 29, 1996, from 2:00 to 4:00 p.m. in the Employee's Lounge, Administration Building. If you wish to contribute towards a gift, please contact the SEBA President, Dan Tucker, on extension 6950, or the Vice-President, Lani Glover, on extension 6852.

Sail the Chesapeake Bay

The Parklawn Sailing Association is now accepting members for the 1996 sailing season. Both new and experienced sailors welcome. Low fees. Congenial members. Learn to sail programs available. Two/plus sailboats available - a 30' C&C, a 27' Catalina, and currently looking for a third boat. Open House and FREE sail on March 30, 10 a.m. - 2 p.m., at Pirate's Cove Marina in Galesville, MD, 10 miles south of Annapolis, on the West River. Contact Sharon Snider, membership chairman 301-622-0977(H), 301-443-5389(W) or Jerry Stenbakken on extension 2440 or stenbakken@eeel.nist.gov.

Health Unit Screening Did you know that cancer of the colon and rectum are two of the most curable forms of cancer? When detected early and treated promptly, over 3/4 of all such patients can be cured and are able to return to normal lives. **Colorectal Cancer** is second only to lung cancer in terms of incidence - about 60,000 people die from the disease each year. Over 93% of cases occur after the age of 50. Anyone with a personal family history of Colorectal Cancer, polyps in the colon, or Ulcerative Colitis is at risk for the disease.

A stool blood test should be done every year after the age of 50. During the month of March, the NIST Health Unit will be offering Colocheck Slide kits for Colorectal Cancer screening daily in the Health Unit, Room C33, Administration Building. Please stop by and pick-up your kit and instructions. For further information, call Judy Lynch, RN, on extension 5132.

NIST STOREROOM - News

Toner Cartridge Cross Reference List

<u>Printer</u>	<u>New</u>	<u>Re-Manufactured</u>	<u>Printer</u>	<u>New</u>	<u>Re-Manufactured</u>
HP LASERJET II	75462	75464	DESKJET PLUS	75460	
HP LASERJET III	75462	75464	DESKJET 500	75460	
HP LASERJET III SI		75468	DESKJET 500C	75460	
HP LASERJET IV SI		75468	DESKJET 550C	75460	
HP LASERJET II P	75463	75465	DESKWRITER	75460	
HP LASERJET III P	75463	75465	DESKWRITER C	75460	
HP LASERJET PLUS	75461	75466	DESKWRITER 550C	75460	
HP LASERJET 500 PLUS	75461	75466	HP FAX 200	75460	
HP LASERJET SERIES IV (MICROFINE TONER)	75467		HP FAX 300	75460	
DESKJET	75460		HP FAX 3100	75460	

Advantages of Using Re-Manufactured Toner Cartridges: 1) Cost Effectiveness; 2) 100% Satisfaction Guaranteed or Next Day Replacement by Manufacturer; 3) All Products Have Been Tested by AAD and Customers; and 4) NIST Receives Credit for Used Cartridges Resulting in Further Cost Savings. If there are any questions/concerns, call or e-mail Kevin Bettis at extension 6361/kevin.bettis@nist.gov

PCX o. 263 _____ **March 18, 1996**

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs.

Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

263.1 EUDORA AND WINDOWS 3.X RESOURCE UTILIZATION - Windows uses memory and system resources for each menu item in a program. Several items under user control within Eudora can have an effect on the amount of memory and system resources which are used. In particular, a large number of mailboxes or folders, or a large number of entries in the quick recipients list can adversely impact performance. Also, the In, Out, and Trash mailboxes are loaded to memory on startup so you should try to keep these relatively small in size.

263.2 A NOTE ON EUDORA ATTACHMENTS - If you receive an e-mail message in Eudora which has an attachment, and you then forward or redirect that message to someone else, the attachment is NOT automatically included with the message. You must explicitly reattach the attachment in order for it to be sent along with your forwarded or redirected note.

263.3 WINDOWS 95 AND THE DOS ? WILDCARD - The behavior of the ? wildcard character in a Win95 DOS box is inconsistent. Specifically, this wildcard character is

treated differently by different DOS commands. Most notably, this difference can be seen in the way the DIR command treats the character when compared to how the character is treated by the DEL, XCOPY, or MOVE commands. In the DIR command the ? stands for exactly one character. In the other commands, this is generally true, however, when dealing with filenames with no extension the very last ? can stand for no character. Thus if you have two files XX and XXX, the command DIR XX? will show only one file, XXX. However, the command DEL XX? will delete both files, and the command MOVE XX? will move both files.

263.4 CORRECTING WIN95 START MENU PROBLEMS - If you are unable to drag an object to the Win95 Start button, you may have a damaged Start Menu folder. If the Start Menu folder is damaged or has been removed, you receive the following error message when you drag an object to the Start button on the taskbar: "Unable to create a shortcut here - Do you want the shortcut to be placed on the desktop?" If the Start Menu folder is missing, click the Start button and click Shut Down. Then click Restart The Computer. Windows 95 will create a new Start Menu folder and enable the Start menu. If shutting down and restarting your computer does not enable the Start menu, delete the Start Menu folder and then shut down and restart your computer again to re-create and enable the Start menu.

263.5 COMPUTER EXPO - On Wednesday, March 27, from 10:00 a.m. to 2:00 p.m. the I.T. Direct Computer Expo will be held at NIST. This event will feature more than 20 exhibitors displaying the latest in computer hardware and software, printers, and more. Stop by the Employee's Lounge across from the cafeteria in the Administration Building and take advantage of an excellent opportunity to see products on display and to ask questions about those items which might be of use in your office.

OFFICE OF INFORMATION SERVICES - News

Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **April 10, 1996**, at 10:30 a.m.

Libro II Available Over Network

The Library's online card catalog, LIBRO II, can be accessed from any computer or terminal connected to NIST's networks. If you are interested in using LIBRO from your desk and have not received login and use instructions previously, please leave your name, Division number, and mailing address with Carolyn Kline at extension 2785 or e-mail to carolyn.kline@nist.gov (this is a re-announcement of service that has been available since January, 1992).

Gordon Research Conferences 1996 Schedules Available at Reference Desk

The program and application forms for the Gordon Research Conferences for summer 1996 are available at the Reference Desk. The conferences will be held in New Hampshire and Rhode Island. Since attendance is limited, it is recommended that applicants apply immediately.

More detailed information about the conference will be accessible on the Internet. As up-to-date details about these Internet sites become available, they can be either faxed or emailed to NIST scientists upon request to reflib@nist.gov (x3055).

Attention Library Patrons

The Office of Information Services staff has just completed a thorough cleaning and straightening out of the Library. In the process we discovered food and drink trash, which is detrimental to the library collections. If you must bring food and drink into the Library, please dispose of cans, paper and other trash in the appropriate containers. Thank you.

Unsigned Interlibrary Loan Requests

The Interlibrary Loan (ILL) staff has received two ILL requests which do not include the requestor's name. If any of the following titles were requested by you, please call Rose Estes on extension 3060. The ILL staff will not process requests for interlibrary loans which do not include the requestor's name.

--Weimann, G. and Schlapp, W.: "2-Dimensional Systems, Heterostructures and Superlattices," 1984

-Kawai, N.J., and Komija, T.: "Inst. Phys. Conf. Ser., 79" 1986

Other Training Notices

For information on *Introduction to Information Resources on the Internet*, please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

NIST FITNESS CENTER - News

Lower Back Strengthening Exercises

A repeat of a series of four classes will be held in the Employee's Lounge, Administration Building, on the following dates: Friday, April 19, 26, May 10, and 17 - 12:00 noon to 1:00 p.m. on each day. The classes will be taught by Dr. Sheila Amon, a practicing chiropractor in Maryland. This series was a sellout when it was held last fall and was found beneficial by all who attended. The cost for the 4 sessions is \$30.00 payable at the first session directly to Dr Amon. We need to have 20 people signed up by April 10th in order to run the class. Please call Rhoda Levin on extension 2575 or e-mail to matzah@enh.nist.gov to sign-up or for more information. You will be notified of confirmation of your participation in the class.

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

Attention NIST Golfers

The NIST Golf Association is currently accepting registration of individuals and 2, 3, or 4-member teams for the 1996 golf season. Play format is 9-holes at Poolesville G.C. every Wednesday starting April 10 (weather permitting), with tee times from 4:00 - 4:45 p.m. All levels of play are welcome. To ensure your place in the league, please register by COB, Friday, March 22. For more information about the league and to register, contact Rick Carter on extension 4870 or by e-mail to rwcarter@enh.nist.gov.

Employee Craft Fair

There are still several tables available for the SEBA Spring Employee Craft Show which will be held on April 9 and 10, 1996. Tables cost \$15 and \$20 depending on the size. If you wish to participate or need more information, please call Connie Seymour on extension 2217.

SEBA Gift Shop

Kings Dominion Special Discount Tickets are available at the SEBA Gift Shop. The special ticket price is \$19.45 (down from \$28.95) for everyone 7 years old and up and will be valid from March 30 - May 19th.

The SEBA Gift Shop has available the 1996 Golf Instructor Book. This book contains over \$5000 in valuable coupons including up to 50% off on green fees, equipment, clothing, and much more. The geographical area for these coupons includes: Washington, D.C.; Maryland; Virginia; and lower Pennsylvania. The book retails for \$25 but with a SEBA membership it can be yours for \$22. Also, you can purchase Russell Stover candies, discount movie tickets, NIST T-shirts and other souvenirs. Entertainment discount books, Maryland note cards, baby gifts, quality wallets, fashion jewelry and watches, sundry items, cards at a 20% discount, postage stamps, and much more.

Membership Drive

There is an ongoing membership drive for both the annual SEBA membership and the Fitness Center membership. You may stop in the Gift Shop to pay either membership or contact your SEBA Board of Trustees member. If you have an application for membership, you may mail that along with your check to the SEBA Gift Shop, Building 101, Room A46. There was an unfortunate typo on the application for the Fitness Center. The correct fee for a 6 month membership is \$60.

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
MDChicken	Turkey Sandwich	Stuffed Peppers	Veal Parmesan	Salmon Loaf
Corn on the Cob	w/Mashed	Ratatouille	Green Beans	Broccoli/Holland
Bliss Potatoes	Potatoes	Stir Fried Cabbage	Garlic Spaghetti	Rice
Apple Pie	Oriental Veggies	Layer Cake	Garlic Toast	Roll & Butter
Entrees/Vegs	Glazed Carrots	Entrees/Veg	Entrees/Vegs	Entrees/Vegs
Burrito	Fresh Whole Fruit	Burrito	Taco Salad	Burrito
MD Fried Chicken	Entrees/Vegetables	Lemon Baked	Burrito	Baked Fish
Sweet & Sour	Burrito	Chicken	Veal Parmesan	Parmesan
Spareribs	Hot Turkey Sandwich	Stuffed Peppers	Brunswick Chicken	Stir Fried Chicken &
Zucchini Parmesan	w/Mashed	Ratatouille	Stew	Vegetables
Corn on the Cob	Potatoes	Stir Fried Cabbage	Green Beans	Salmon Loaf
Red Bliss Potatoes	Corned Beef &	Baked Potato	Spinach Souffle	Yellow Squash
Rice	Cabbage	Rice	Garlic Spaghetti	Medley
Soup/International	Oriental Vegetables	Soup/International	Rice	Broccoli
Split Pea & Ham	Glazed Carrots	Old Fashioned Bean	Soup/International	w/Hollandaise Sauce
Pasta	Mashed Potatoes	French	Red Beans &	Macaroni & Cheese
	Rice		Sausage	Rice
	Soup/International		Pasta	Soup/International
	Southwestern Veg			NE Clam Chowder
	Pasta			Pasta

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-served basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

STUDENT EMPLOYMENT REGULATIONS (Note New Date)

Instructor: Sherman Hatchett, Office of Human Resources Management
 Cost: NONE
 Date: April 15, 1996
 Location: Lecture Room C, Administration Building
 Time: 1:30 p.m. - 3:00 p.m.

PROCUREMENT AND SUPPLY

Instructor: Norm Osinski, Acquisition and Assistance Division
 Cost: NONE
 Date: March 18, 1996
 Time: 1:30 p.m. - 3:00 p.m.
 Location: Lecture Room E, Basement 101

PERFORMANCE PROBLEMS

Instructor: Vickie Fox, Office of Human Resources Management

Cost: NONE

Date: April 1, 1996

Location: Lecture Room D, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

ADVANCED BRIEFING AND PRESENTATION SKILLS

Description: In this workshop participants will practice and refine the skills learned in the first course. They will review and practice principles of constructing and delivering successful presentations. **Course**

Objectives: 1) compose speeches for senior Departmental representatives; 2) increase credibility and authority through voice, word choice, and nonverbals; 3) hold interest in abstract content; 4) influence audience acceptance of the content;

Instructor: Donald Swenholt & Associates, Inc.

Cost: Approximately \$275 per participant

Dates: April 10, 11 & 12, 1996

Location: Lecture Room C, Administration Building

Times: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 25.

EEO FUNDAMENTALS FOR SUPERVISORS AND MANAGERS

Description: This one day workshop is designed to provide supervisors and managers with a working knowledge of their responsibilities in support of the EEO Program. This course should be attended by all probationary supervisors.

Instructor: Alexander Consulting & Training, Inc.

Cost: Approximately \$200 per participant

Date: April 24, 1996

Location: Lecture Room D, Administration Building

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 5, 1996.

CONFLICT RESOLUTION FOR MANAGERS AND SUPERVISORS

Description: This course is open to all supervisors and managers. Participants learn methods for diagnosing sources of conflict and strategies for successfully resolving many different types of conflict. In addition, participants identify their own conflict style and its strengths and weaknesses. Workshop methods include: tailored cases, structured exercises, negotiation style inventory instrument and film.

Instructor: Liz Berney of Berney Associates

Cost: Approximately \$115 per participant

Date: April 23, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 8.

****GENERAL TRAINING****

MAKING MEETINGS WORK **(NOTE NEW DATE)******

Description: Ask professionals what interferes with their productivity. High on their list will be the time they spend in meetings. **MAKING MEETING WORK** is a 4 hour workshop designed to help planners and participants make meetings more productive and shorter!

Those completing **MAKING MEETINGS WORK** will be better able to: 1) Plan and stick to an agenda for a meeting; 2) Keep meetings on track when they begin to go astray; 3) Determine, record, and follow up on the outcome of meetings; and 4) Limit interruptions, intrusions, digressions, and the many timewasters of meetings

Instructor: Donald Swenholt & Associates, Inc.

Cost: Approximately \$60, per participant

Date: April 2, 1996

Location: Lecture Room D, Administration

Time: 8:30 a.m. - 12:30 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP. **This is a great Class!**

PRE-RETIREMENT SEMINAR

Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of retiring in the next 5 years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin

Cost: Approximately \$100 per participant

Date: March 21, 1996

Location: Lecture Room E, Basement 101

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP. **NOTE: Spouses are welcome!**

EXPLORATORY DATA ANALYSIS

Description: Exploratory Data Analysis (EDA) is an approach/philosophy for data analysis which employs a variety of graphical techniques to 1) maximize insight into data set, 2) uncover underlying structure, 3) detect outliers/anomalies, 4) test underlying assumptions; and 5) develop parsimonious models. The EDA approach is contrasted with classical approach in both goal and methodology-this will be discussed in detail. EDA methods to be discussed include histograms, lag plots, probability plots, 4-plots, PPCC plots, box plots, block plots, GANOVA plots, Youden plots, interaction plots, residual plots, and general multiplots. All graphical methods are illustrated through extensive "real-life" data examples using the DATAPLOT graphics/statistics language.

Instructor: James J. Filliben, Statistical Engineering Division

Cost: \$50 per participant

Dates: April 1, 8, and 15, 1996

Location: Lecture Room E, Administration Building

Time: 9:00 a.m. - 12:00 noon

PLEASE NOTE: Request for Training Memo must be submitted by March 26. Please no phone in registrations! For technical questions please call Jim Filliben on x2855.

ESSENTIALS OF ENGLISH

Description: This 8 session program concentrates on the fundamentals of grammar and punctuation. It is an excellent refresher for all clerical employees who want to improve their writing/proofreading ability. Carol Solomon is an excellent instructor!

Instructor: Carol Solomon and Associates

Cost: Approximately \$200 per participant

Dates: May 6, 8, 10, 13, 15, 17, 20 and 22, 1996

Location: B111, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by April 12.

TECHNICAL WRITING WORKSHOP

Description: This workshop will help participants apply the basic standards of effective business writing to the special demands of technical material. The seminar enables authors to maximize the clarity and appeal of technical writing without sacrificing its content. In addition, the seminar will help technical writers write for nontechnical readers.

Instructor: Donald Swenholt & Associates, Inc.

Cost: Approximately \$275 per participant

Dates: May 21, 22 and 1/2 hour consultation on the 23, 1996

Time: 9:00 a.m. - 4:00 p.m.

Location: Lecture Room E, Admin Building

PLEASE NOTE: Request for Training Memo must be submitted by April 30.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!
All classes will be held in A41, Basement 101. All 1-Day Classes will be \$125. All 2-Day Classes will be \$225, unless otherwise stated.

EUDORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Information Systems Division

Cost: NONE

Dates and Times: April 23, 9:00 a.m. - 11:30 a.m.

DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

TIME AND ATTENDANCE TRAINING FOR NEW TIMEKEEPERS

Description: This class is hands-on using the PC, this workshop is for **New Timekeepers Only!**

Instructor: Office of Human Resources Management Time: 9:00 a.m. - 4:00 p.m.

Date: March 28, 1996

PLEASE NOTE: DN-11's are not required but please e-mail patricia.oconnor@nist.gov to register! Space is limited to 20 participants so don't delay!

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: In this 2-day workshop you will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates

Date: April 17 & 18, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 3.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: The Intermediate WordPerfect 6.1 workshop is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: April 10, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 27.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: This 2-day workshop Intermediate/Advanced WordPerfect 6.1 is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: April 4 & 5, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 21.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: April 12, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 29.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Lyndie Billey and Associates

Date: April 16, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 2.

DBASE V FOR WINDOWS MASTERING REPORTS

Description: This course will teach participants to master various types of reports using and how to implement your design in the dbase for Windows environment. Hands-on exercises include: creating and modifying tables; adding, deleting and displaying data; querying the database; and generating simple reports.

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Date: April 19, 1996

PLEASE NOTE: Request for Training Memo must be submitted by April 5.

POWERPOINT 4.0 FOR WINDOWS

Description: This course will teach you how to use PowerPoint version 4.0 to create well-designed visuals for presentation. Topics include: outlining ideas; creating, editing, and spell-checking slides; adding drawings; enhancing the presentation using templates and slide masters; creating graphics; adding notes and transitions; printing the presentations; and finally running a slide show.

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Date: April 1, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 18.

POWERPOINT 4.0 FOR WINDOWS

Description: This class is designed for students who want to learn to open an existing presentation file and run a slide show; create a presentation using Pick a Look Wizard; manipulate text; and draw and format lines and graphic objects. In addition, students will learn to add clip art to a presentation; use Microsoft Graph; use the slide sorter view to work with slides; add transitions and automatic timing to a slide show; and print a presentation.

Instructor: Executrain

Time: 9:00 a.m. - 4:00 p.m.

Date: April 15, 1996

PLEASE NOTE: Request for Training Memo must be submitted by April 1.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.

Date: March 19, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

WORDPERFECT 6.1 FOR WINDOWS INTRODUCTION

Description: This class is designed for students who want to learn to create, edit, open, and close a document; select, delete, copy, move, search for, and replace text; and use the Spell Checker, Thesaurus, and Grammatik. In addition, students will learn to format text, paragraphs, and page layout; use page numbers, headers, and footers; and print a document.

Instructor: Executrain

Time: 9:00 a.m. - 4:00 p.m.

Date: April 30, 1996

PLEASE NOTE: Request for Training Memo must be submitted by April 16.

DBASE IV FOR DOS (THIS CLASS IS NOT OFFERED OFTEN PLEASE TAKE ADVANTAGE OF THIS OPPORTUNITY)

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Dates: March 22 and 25, 1996

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET

The Office of Information Services will present a seminar for beginners who want to access the files, databases, discussion groups, and other information on the Internet. Topics covered will include electronic mail, remote login (Telnet), file retrieval (File Transfer Protocol), and services such as Gopher and World Wide Web. The seminar will consist of a one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview Instructor: Marietta Nelson, Office of Information Services

Cost: NONE

Date: March 25, 1996

Location: Lecture Room C, Admin. Building

Time: 1:30 p.m. - 2:30 p.m.

Hands-on Instructor: Jeff Harrison, Office of Information Services

Cost: NONE

Date: March 26, 1996

Location: A41, Admin. Building

Time: 9:00 a.m. - 12:00 noon

To register for this training, please call Jeff Harrison, x3054.

NIST VACANCIES-GAITHERSBURG, MD

March 15, 1996

Vacancy Announcements will not be available until the above date.

<u>Div.</u>	<u>Title</u>	<u>Series</u>	<u>Payband</u>	<u>Salary Range</u>	<u>Known Promotion Potential</u>	<u>Vacancy Number</u>	<u>Closing Date</u>
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ES

OPEN TO ALL QUALIFIED FEDERAL EMPLOYEES

150	Dir, Materials & Manufacturing Technology Office	1301	ES-01-ES-06	\$97,991-\$122,040	NONE	NIST/0223/SES	03/22/96
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ZA

OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

354	Safety & Occupational Health Spec	0018	III	\$37,094-\$57,800	NONE	NIST/0187/AG	03/22/96
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ZS**OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP**

353	Computer Assist (Docutech)	0335	III	\$20,989-\$32,613	NONE	NIST/0090/BL 04/05/96
353	Computer Assistant (Ektajet)	0335	III	\$20,989-\$32,613	NONE	NIST/0379/BL 04/05/96
353	Printing Assistant (OA)	0351	III	\$20,989-\$27,297	NONE	NIST/0182/BL 04/05/96

NTIS VACANCIES-SPRINGFIELD, VA**OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP**

NTIS Library Technician (OA)	1411	GS-5/7	\$20,989-\$31,514	GS-7	NTIS-116/JC 03/29/96
NTIS Program Analyst	0343	GS-7	\$25,061-\$32,582	GS-11	NTIS-115/JC 03/27/96
NTIS Visual Information Specialist	1084	GS-7/9	\$25,061-\$39,858	GS-9	NTIS-290/JC 03/22/96
NTIS Accountant	0510	GS-7	\$26,786-\$33,878	GS-12	NTIS-098/JC 03/29/96
NTIS Audiovisual Information Specialist	0301	GS-9	\$30,658-\$39,858	GS-12	NTIS-081/JS 03/18/96
NTIS Computer Specialist	0334	GS-11/13	\$37,094-\$68,729	GS-13	NTIS-403/JC 04/05/96
NTIS Computer Specialist	0334	GS-13/14	\$52,867-\$81,217	GS-14	NTIS-398/JC 03/29/96
NTIS Business & Industry Specialist	1101	GS-13	\$52,867-\$68,729	GS-14	NTIS-070/JC 03/29/96
NTIS Computer Specialist	0334	GS-11/13	\$37,094-\$68,729	GS-13	NTIS-402/JC 03/29/96
NTIS Computer Specialist	0334	GS-12	\$44,458-\$57,800	NONE	NTIS-416/JC 03/29/96
NTIS Computer Assistant	0335	GS-6-8	\$22,554-\$36,088	GS-8	NTIS-432/JC 03/29/96

APPLICANT SUPPLY FILE INFORMATION

NIST maintains an Applicant Supply File for all our Critical Shortage Occupations. Both government and non-government applicants (including NIST and DOC employees) may submit a job application to be placed in the NIST Applicant Supply File at any time. Applicants eligible for CTAP and ICTAP will receive priority consideration for any vacancy. Applications will be retained in the NIST Applicant Supply File for 90 days and you will be considered for specific vacancies as they occur. A separate application is required for each occupation. If you wish to extend your period of consideration beyond 90 days, you must submit a new application package. Following is a list of the NIST Critical Shortage Occupations:

Paybands I thru V All Engineers, Computer Scientist, Metallurgist, and Mathematical Statistician positions. Paybands III thru V for Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. Paybands I & II for Accounting positions. Payband III for Nuclear Engineering Technician positions. Paybands I thru IV for Clerical Support(OA), Office Automation Assistant(OA) and Secretary(OA) positions. Paybands II-IV for Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: DIAL (301) 975-3007 8:30 a.m. - 5:00 p.m. or contact Maryland Relay Service at 1-800-735-2258.

NIST PERSONNEL INFORMATION HOTLINE: DIAL (301) 926-4851. This is an outside call.

Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.